

**CHS PARENTS & CITIZENS' ASSOCIATION**  
**COMPLIANCE WITH THE NSW GOVERNMENT**  
**WORKING WITH CHILDREN POLICY – VOLUNTEERS**

**Background**

The New South Wales Commission for Children and Young People introduced a new Working with Children Check (WWCC) on 15 June 2013. The Check is a prerequisite for anyone in child-related work. There are some exemptions including volunteering by a parent or close relative with the child's school. This will only apply in some cases.

In seeking to comply with this policy, the Department of Education and Communities (DEC) has committed to meet the requirements by 31 December 2016.

**P&C Association Obligation**

At CHS, the P&C Assn conducts two operations where volunteers come into direct contact with children – the Canteen and the Uniform Shop. Projects also arise in which volunteers have direct contact with students. The P&C Assn is responsible for ensuring that volunteers meet the relevant requirements under the Child Protection (Working with Children) Act 2012 (the Act) and the Child Protection (Working with Children) Regulation 2013, and providing assurance of this compliance to the CHS Principal.

**Canteen**

The P&C has deemed that those parents or close relatives of a student who volunteer in the canteen may choose to either complete a WWCC check (as detailed below) or complete a DEC Declaration (as detailed below). All other volunteers must complete a WWCC check.

**Uniform Shop**

All volunteers must complete a WWCC check (details below). The exemption does not apply.

**Other projects and P&C activities**

All volunteers in activities deemed by the P&C to require Child Protection Certification must complete a WWCC check unless specifically exempted by the P&C. In this case, if they are a parent or close relative of a child at the school, they may choose to either complete a WWCC check (as detailed below) or complete a DEC Declaration (as detailed below). All other volunteers must complete a WWCC check.

**Current Volunteers**

Current volunteers are requested to provide a Working with Children Check clearance letter or DEC Declaration (if appropriate) for verification by the P&C Assn before 30 November 2016.

## **New Volunteers**

From 1 July 2014, new volunteers will be required to provide a WWCC clearance letter or a DEC Declaration (if appropriate) for verification by the P&C Assn prior to an individual starting at the school as a volunteer.

## **Costs**

The Government has determined that there is to be no fee for the WWCC for Volunteers. There is no cost for the DEC declaration.

## **WWCC Check**

### **WHAT TO DO**

#### **Step 1: Make an Online Application**

Go to <http://www.kidsguardian.nsw.gov.au/Working-with-children/Working-With-Children-Check/Volunteers-and-students>

On the web page click on the 'Start Here' box. Next click on Apply for Your Check.

Please make sure the details you provide are EXACTLY THE SAME as the details on your identity documents. If you have submitted the form with a mistake, please redo the form to avoid problems with the Proof of Identity requirement at Step 2.

Make sure you select the correct category: volunteer worker. If you choose "paid worker" by mistake, there is an \$80 non-refundable fee.

Once you have submitted the form, you will receive your application number. The application number looks like this: APP1234567. If you have listed your email address you will receive your application number by email. Otherwise, you will receive a hard copy in the post.

#### **Step 2: Confirm your Identification**

When you have received your application number, take it and the necessary documents for a 100-points Proof of Identity check to a NSW Motor Registry, Government Access Centre or Services NSW Office.

A Services NSW Office is located at 313 Victoria Avenue, Chatswood NSW 2067  
Telephone: 137788.

Guidelines for completing the Identity Check can be found at [https://www.det.nsw.edu.au/policies/student\\_serv/child\\_protection/work\\_child/Working-with-Children-Check-Appendix-6-Proof-of-Identity.pdf](https://www.det.nsw.edu.au/policies/student_serv/child_protection/work_child/Working-with-Children-Check-Appendix-6-Proof-of-Identity.pdf).

At the end of the process, a WWCC (Working with Children Check) Number will be provided in a Clearance Letter that you will receive by email or post. The Clearance Letter includes the WWCC Number, Type of Clearance (unpaid work) and expiry date.

#### **Step 3: Verification by Employer**

The Clearance Notice forwarded to applicants notes that "You must provide your employer with your surname, WWCC Number and Date of Birth for the compulsory online verification process".

For the P&C Assn to complete this process, the Clearance Notice, together with the individual's Date of Birth, should be sent by email to [vpresident2@chspandc.org.au](mailto:vpresident2@chspandc.org.au)

A P&C Assn Vice President will conduct the verification and will forward the required information to the CHS Principal.

## **DEC Declaration**

### **WHAT TO DO**

Complete a DEC (Department of Education & Communities) Working With Children Check-Declaration for Volunteers (DEC Policy PD/2005/0264/V07 Appendix 5).

[https://www.det.nsw.edu.au/policies/student\\_serv/child\\_protection/work\\_child/Appendix5-WWCC-Declaration-for-volunteers-and-contractors.pdf](https://www.det.nsw.edu.au/policies/student_serv/child_protection/work_child/Appendix5-WWCC-Declaration-for-volunteers-and-contractors.pdf)

Provide 100 points of Identity (as set out in DEC Policy Appendix 6)

[https://www.det.nsw.edu.au/policies/student\\_serv/child\\_protection/work\\_child/Appendix6-Proof-of-Identity.pdf](https://www.det.nsw.edu.au/policies/student_serv/child_protection/work_child/Appendix6-Proof-of-Identity.pdf)

These identity documents must be copied and kept on site where the volunteer is based.

All documents must be presented to the relevant manager (eg Canteen Manager in the case of Canteen Volunteer)

This option is only available to persons who are a close relative of a student at the school.

## **Queries**

If you require assistance or have any queries please contact [vpresident2@chspandc.org.au](mailto:vpresident2@chspandc.org.au).  
Canteen and Uniform Shop volunteers can also consult their Manager.